

840 Request for Quotation

Functional Group ID=**RQ**

Introduction:

This standard provides the format and establishes the data contents of a request for quotation transaction set. The request for quotation transaction set provides potential buyers with the ability to solicit price, delivery schedule, and other items from potential sellers of goods and services.

Notes:

Use this transaction set to solicit, amend, or cancel requests for quotations using federal government small purchase procedures.

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BQT	Beginning Segment for Request for Quotation	M	1		
	030	NTE	Note/Special Instruction	F	100		
	040	CUR	Currency	O	1		
	050	REF	Reference Numbers	O	12		
Not Used	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	3		
	080	FOB	F.O.B. Related Instructions	O	1		
Not Used	090	CTP	Pricing Information	O	1		
Not Used	100	SSS	Special Services	O	25		
	110	CSH	Header Sale Condition	O	1		
Not Used	120	ITA	Allowance, Charge or Service	O	10		
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5		
Not Used	140	DIS	Discount Detail	O	20		
	150	DTM	Date/Time/Period	O	10		
Not Used	160	LDT	Lead Time	O	12		
Not Used	180	LIN	Item Identification	O	5		n1
Not Used	190	PID	Product/Item Description	O	200		
Not Used	200	MEA	Measurements	O	40		
Not Used	210	PWK	Paperwork	O	25		
	220	PKG	Marking, Packaging, Loading	O	200		
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2		
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	250	TD3	Carrier Details (Equipment)	O	12		
Not Used	260	TD4	Carrier Details (Special Handling, or	O	5		

			Hazardous Materials, or Both)		
	270	MAN	Marks and Numbers	O	10
Not Used	280	RRA	Required Response	O	25
LOOP ID - N9					1000
	290	N9	Reference Number	O	1
	300	MSG	Message Text	O	1000
LOOP ID - N1					200
	310	N1	Name	O	1
	320	N2	Additional Name Information	O	2
	330	N3	Address Information	O	2
	340	N4	Geographic Location	O	1
Not Used	350	REF	Reference Numbers	O	12
	360	PER	Administrative Communications Contact	O	3
Not Used	370	FOB	F.O.B. Related Instructions	O	1
Not Used	380	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	390	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	400	TD3	Carrier Details (Equipment)	O	12
Not Used	410	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5
Not Used	420	PKG	Marking, Packaging, Loading	O	200
Not Used	430	RRA	Required Response	O	25

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
LOOP ID - PO1							100000
Must Use	010	PO1	Purchase Order Baseline Item Data	M	1		
Not Used	020	CUR	Currency	O	1		
Not Used	030	PO3	Additional Item Detail	O	25		
Not Used	040	CTP	Pricing Information	O	1		
Not Used	049	MEA	Measurements	O	40		
LOOP ID - PID							1000
	050	PID	Product/Item Description	O	1		
Not Used	060	MEA	Measurements	O	10		
Not Used	070	PWK	Paperwork	O	25		
Not Used	080	PKG	Marking, Packaging, Loading	O	200		
Not Used	090	PO4	Item Physical Details	O	1		
Not Used	100	REF	Reference Numbers	O	12		
Not Used	110	PER	Administrative Communications Contact	O	3		
Not Used	120	SSS	Special Services	O	25		
Not Used	130	ITA	Allowance, Charge or Service	O	10		
Not Used	140	IT8	Conditions of Sale	O	1		
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2		
Not Used	160	DIS	Discount Detail	O	20		
Not Used	170	TAX	Tax Reference	O	3		
	180	FOB	F.O.B. Related Instructions	O	1		

Not Used	190	SDQ	Destination Quantity	O	50		
	200	DTM	Date/Time/Period	O	10		
Not Used	210	LDT	Lead Time	O	12		
	220	SCH	Line Item Schedule	O	104	n2	
Not Used	230	FST	Forecast Schedule	O	>1		
Not Used	240	TD1	Carrier Details (Quantity and Weight)	O	1		
Not Used	250	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	260	TD3	Carrier Details (Equipment)	O	12		
Not Used	270	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
Not Used	280	MAN	Marks and Numbers	O	10		
Not Used	290	RRA	Required Response	O	25		
LOOP ID - SLN					1000		
Not Used	300	SLN	Subline Item Detail	O	1		
Not Used	310	PID	Product/Item Description	O	1000		
LOOP ID - N9					1000		
Not Used	320	N9	Reference Number	O	1		
Not Used	330	MSG	Message Text	O	1000		
LOOP ID - N1					200		
	340	N1	Name	O	1		
	350	N2	Additional Name Information	O	2		
	360	N3	Address Information	O	2		
	370	N4	Geographic Location	O	1		
Not Used	380	REF	Reference Numbers	O	12		
Not Used	390	PER	Administrative Communications Contact	O	3		
Not Used	400	FOB	F.O.B. Related Instructions	O	1		
Not Used	410	TD1	Carrier Details (Quantity and Weight)	O	2		
Not Used	420	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12		
Not Used	430	TD3	Carrier Details (Equipment)	O	12		
Not Used	440	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
Not Used	450	PKG	Marking, Packaging, Loading	O	200		
Not Used	460	RRA	Required Response	O	25		

Summary:

	<u>Pos.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
Must Use	010	CTT	Transaction Totals	M	1		n3
Must Use	020	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of

measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.

3. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes:
Comments: 1 The transaction set identifier (ST01) is intended for use by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	ST01	143	Transaction Set Identifier Code	M ID 3/3
			Code uniquely identifying a Transaction Set	
			840 X12.7 Request for Quotation	
Must Use	ST02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	
			<i>This unique control number is assigned by the originator of the transaction set. This number may be system generated. This same number is carried in SE02.</i>	

Segment: **BQT** Beginning Segment for Request for Quotation

Position: 020

Loop:

Level: Heading

Usage: Mandatory

Max Use: 1

Purpose: To indicate the beginning of a Request for Quotation Transaction Set and transmit identifying numbers and dates

Syntax Notes: 1 If BQT05 is present, then BQT04 is required.

Semantic Notes:

Comments:

Notes: *BQT05 is required.*

Data Element Summary

Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BQT01	353	Transaction Set Purpose Code	M ID 2/2
			Code identifying purpose of transaction set	
		00	Original	
			<i>Use to indicate an original solicitation or a re-transmission of a previously transmitted solicitation.</i>	
		01	Cancellation	
			<i>Use to indicate a cancellation of a previously transmitted solicitation. When used, the entire solicitation is canceled.</i>	
		05	Replace	
			<i>Use to indicate an amended solicitation that contains a combination of additions and deletions to a previously transmitted solicitation. This code is also used to indicate data in a previously transmitted solicitation has changed, e.g., the closing date for receipt of quotes has changed. In effect, the old date is deleted and the new date is added. The complete transaction with all incorporated additions, deletions, and/or changes will be resent. Under no circumstances should a partial transaction be sent.</i>	
Must Use	BQT02	586	Request for Quote Reference Number	M AN 1/45
			Number assigned by the purchaser to identify his request for quote	
			<i>Use to identify the unique number assigned to the solicitation. If</i>	

			<i>amendments to a solicitation (i.e., BQT01 is code 05), the solicitation number and amendment number will be concatenated.</i>		
Must Use	BQT03	652	Request Quotation Control Date	M	DT 6/6
			Date to be used for reference purposes in an RFQ and a response to RFQ.		
			<i>Use to identify the date of the solicitation. If amendments to solicitation have been issued, cite the date of the amendment.</i>		
Must Use	BQT04	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time		
			106	Required By	
Must Use	BQT05	373	Date	O	DT 6/6
			Date (YYMMDD)		
			<i>The date the quote is required to be received.</i>		
Not Used	BQT06	92	Purchase Order Type Code	O	ID 2/2
			Code specifying the type of Purchase Order		
Not Used	BQT07	960	Request for Quote Type Code	O	ID 2/2
			Code specifying the type of request for quote		

Segment: **NTE** Note/Special Instruction
Position: 030
Loop:
Level: Heading
Usage: Floating
Max Use: 100
Purpose: To transmit information in a free-form format, if necessary, for comment or special instruction

Syntax Notes:
Semantic Notes:

Comments: 1 The NTE segment permits free-form information/data which, under ANSI X12 standard implementations, is not machine processable. The use of the NTE segment should therefore be avoided, if at all possible, in an automated environment.

Notes: *Use of free form text is discouraged if the information can be provided by some other means in the transaction set.*

Data Element Summary

	Ref.	Data	Attributes
	<u>Des.</u>	<u>Element</u> <u>Name</u>	<u>O</u> <u>ID</u>
Must Use	NTE01	363 Note Reference Code Code identifying the functional area or purpose for which the note applies GEN Entire Transaction Set	O ID 3/3
Must Use	NTE02	3 Free Form Message Free-form text	M AN 1/60

Segment:	CUR Currency
Position:	040
Loop:	
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To specify the currency (dollars, pounds, francs, etc.) used in a transaction
Syntax Notes:	<ol style="list-style-type: none"> 1 If CUR08 is present, then CUR07 is required. 2 If CUR09 is present, then CUR07 is required. 3 If CUR11 is present, then CUR10 is required. 4 If CUR12 is present, then CUR10 is required. 5 If CUR14 is present, then CUR13 is required. 6 If CUR15 is present, then CUR13 is required. 7 If CUR17 is present, then CUR16 is required. 8 If CUR18 is present, then CUR16 is required. 9 If CUR20 is present, then CUR19 is required. 10 If CUR21 is present, then CUR19 is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 Monetary values are assumed to be expressed in the currency of the country of the transaction originator unless the optional CUR segment is used to specify a different currency. The CUR segment also permits the transaction originator to indicate a specific exchange rate, foreign exchange location and date/time as the basis for a currency conversion. Example 1. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the heading area of a transaction, would indicate that all monetary values appearing in the transaction are expressed in Canadian Dollars (CAD). (In this example the exchange rate is at the discretion of the receiver). CUR*BY*CAD* N/L Example 2. Assuming the currency of the transaction originator is U.S. dollars, the following CUR segment, when used in the detail area of a transaction, describes a currency conversion for that particular item from U.S. dollars to Canadian dollars. It also indicates that a specific exchange rate, at a specified foreign exchange location on a given date/time be used as the basis for the currency conversion. Notes below the diagram describe the meaning of the element values. CUR*BY*USD*1.20*SE*CAD*NY*007*840821*1400 N/L <ol style="list-style-type: none"> 1 2 3 4 1. Identifies the buyer's (BY) currency as U.S. dollars (USD). 2. The multiplier (1.20) is the exchange rate factor for the conversion. 3. Identifies the seller's (SE) currency as Canadian dollars (CAD). 4. Indicates the basis for the exchange rate as the New York Foreign Exchange (NY) and the effective date/time (007) as August 21, 1984 (840821) at 2:00 P.M. (1400). The value for this item is to be converted to Canadian dollars (CAD) at the exchange rate of 1.20, based on the New York Foreign Exchange (NY) at 2:00 P.M. (1400) on August 21, 1984. The actual unit price conversion for the item would be: The unit price value 7.50 (U.S. dollars) multiplied by the exchange rate (1.20) equals 9.00 Canadian dollars (7.50 X 1.20 = 9.00) CUR07 through CUR21 provide for five (5) dates/times relating to the currency conversion, i.e., effective date, expiration date, etc.
Notes:	<i>If the CUR segment is not used the currency is assumed to be US dollars.</i>

Data Element Summary

	Ref.	Data	Name	Attributes
	<u>Des.</u>	<u>Element</u>		
Must Use	CUR01	98	Entity Identifier Code Code identifying an organizational entity or a physical location. SE Selling Party	M ID 2/2
Must Use	CUR02	100	Currency Code Code (Standard ISO) for country in whose currency the charges are specified	M ID 3/3
Not Used	CUR03	280	Exchange Rate Value to be used as a multiplier conversion factor to convert monetary value from one currency to another	O R 4/6
Not Used	CUR04	98	Entity Identifier Code Code identifying an organizational entity or a physical location. Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 2/2
Not Used	CUR05	100	Currency Code Code (Standard ISO) for country in whose currency the charges are specified	O ID 3/3
Not Used	CUR06	669	Currency Market/Exchange Code Code identifying the market upon which the currency exchange rate is based Refer to 003010 Data Element Dictionary for acceptable code values.	O ID 3/3
Not Used	CUR07	374	Date/Time Qualifier Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 3/3
Not Used	CUR08	373	Date Date (YYMMDD)	O DT 6/6
Not Used	CUR09	337	Time Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	O TM 4/4
Not Used	CUR10	374	Date/Time Qualifier Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 3/3
Not Used	CUR11	373	Date Date (YYMMDD)	O DT 6/6
Not Used	CUR12	337	Time Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	O TM 4/4
Not Used	CUR13	374	Date/Time Qualifier Code specifying type of date or time, or both date and time Refer to 003010 Data Element Dictionary for acceptable code values.	C ID 3/3
Not Used	CUR14	373	Date	O DT 6/6

			Date (YYMMDD)		
Not Used	CUR15	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).		
Not Used	CUR16	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time		
			Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR17	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR18	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).		
Not Used	CUR19	374	Date/Time Qualifier	C	ID 3/3
			Code specifying type of date or time, or both date and time		
			Refer to 003010 Data Element Dictionary for acceptable code values.		
Not Used	CUR20	373	Date	O	DT 6/6
			Date (YYMMDD)		
Not Used	CUR21	337	Time	O	TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).		

Segment: **REF** Reference Numbers
Position: 050
Loop:
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

- Notes:**
1. Use this 1/REF/050 segment to identify reference numbers that apply to all of the line items in the solicitation. When the reference numbers vary by line item, use the 2/REF/100 segment.
 2. At least one iteration, with code 65 in REF01 is required to carry the Universal Tracking Number (UTN).

Data Element Summary

	Ref.	Data			
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>
Must Use	REF01	128	Reference Number Qualifier		M ID 2/2
			Code qualifying the Reference Number.		
			65	Total Order Cycle Number	
				<i>UTN - Universal Tracking Number is a unique identifier used to establish a linkage within a cycle of transaction sets for a single acquisition. Should be a unique identifier within federal agencies. A cycle is defined to included all related transaction sets (840, 843, 850, 855, 860, 865, 836, 864, 810, and 820 if possible).</i>	
			DS	Defense Priorities Allocation System (DPAS)	
				Priority Rating	
Must Use	REF02	127	Reference Number		C AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.		
Not Used	REF03	352	Description		C AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment: **FOB** F.O.B. Related Instructions

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

Syntax Notes:

- 1 If FOB03 is present, then FOB02 is required.
- 2 If FOB04 is present, then FOB05 is required.
- 3 If FOB07 is present, then FOB06 is required.
- 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

Comments:

- 1 FOB01 indicates which party will pay the carrier.
- 2 FOB02 is the code specifying transportation responsibility location.
- 3 FOB06 is the code specifying title passage location.
- 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Notes: *Use the 1/FOB/080 segment if the FOB point and the inspection acceptance location apply to all of the line items. When the FOB point or acceptance locations vary by line item, use the 2/FOB/180 segment.*

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	FOB01	146 Shipment Method of Payment	M ID 2/2
		Code identifying payment terms for transportation charges	
		DF Defined by Buyer and Seller	
	FOB02	309 Location Qualifier	C ID 1/2
		Code identifying type of location	
		DE Destination (Shipping)	
		OR Origin (Shipping Point)	
		ZZ Mutually Defined	
		<i>Use to identify the FOB point as described in FOB03.</i>	
	FOB03	352 Description	O AN 1/80
		A free-form description to clarify the related data elements and their content	
		<i>1. FOB03 is only used when FOB02 is code ZZ.</i>	
		<i>2. Contains descriptions such as: Origin, Destination, FAS Vessel, Inside Delivery, or Tailgate Delivery.</i>	
Not Used	FOB04	334 Transportation Terms Qualifier Code	O ID 2/2

Not Used	FOB05	335	Code identifying the source of the transportation terms Transportation Terms Code	C	ID 3/3
Not Used	FOB06	309	Code identifying the trade terms which apply to the shipment transportation responsibility Location Qualifier	C	ID 1/2
			Code identifying type of location		
Not Used	FOB07	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	FOB08	54	Risk of Loss Qualifier	O	ID 2/2
			Code specifying where responsibility for risk of loss passes		
Not Used	FOB09	352	Description	C	AN 1/80
			A free-form description to clarify the related data elements and their content		

Segment: **CSH** Header Sale Condition
Position: 110
Loop:
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify general conditions or requirements of the sale
Syntax Notes: 1 If CSH02 is present, then CSH03 is required.
2 If CSH06 is present, then CSH07 is required.
Semantic Notes:
Comments: 1 CSH04 is the account number to which the purchase amount is to be charged.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	CSH01	563	Sales Requirement Code	O ID 1/2
			Code to identify a specific requirement or agreement of sale	
		B	Back Order Only If New Item	
			<i>Use to indicate a preference for a historically black college, universities, or minority institute.</i>	
		P2	Ship As Soon As Possible	
			<i>Use to indicate a preference for an American Indian Business.</i>	
		P3	May Preship	
			<i>Use to indicate a preference for a firm located in a Labor Surplus area.</i>	
		P4	Do Not Preship	
			<i>Use to indicate a preference for an 8A Firm.</i>	
		Z	Mutually Defined	
			<i>Use code Z to indicate a small business set aside.</i>	
Not Used	CSH02	564	Do-Not-Exceed Action Code	O ID 1/1
			Code indicating the action to be taken if the order amount exceeds the value of Do-Not-Exceed Amount (565)	
Not Used	CSH03	565	Do-Not-Exceed Amount	C N2 2/9
			Maximum monetary amount value which the order must not exceed.	
Not Used	CSH04	508	Account Number	O AN 1/35
			Account number assigned	
Not Used	CSH05	596	Required Invoice Date	O DT 6/6
			Date specified by the sender to be shown on the invoice.	
Not Used	CSH06	559	Agency Qualifier Code	O ID 2/2
			Code identifying the agency assigning the code values	
Not Used	CSH07	560	Special Services Code	C ID 2/10

Code identifying the special service

Segment: **ITD** Terms of Sale/Deferred Terms of Sale

Position: 130

Loop:

Level: Heading

Usage: Optional

Max Use: 5

Purpose: To specify terms of sale

- Syntax Notes:**
- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
 - 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
 - 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantic Notes:

- Comments:**
- 1 If the code in ITD01 is 04, then ITD09 is required and either ITD11 or ITD12 is required. If the code in ITD01 equals 05, then ITD06 or ITD07 is required.

Data Element Summary

Ref.	Data				
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>		
ITD01	336	Terms Type Code	O	ID	2/2
		Code identifying type of payment terms			
		09 Proximo			
		<i>Use only when specified in the 840 and requesting "Fast Pay".</i>			
Not Used	ITD02	333 Terms Basis Date Code	O	ID	1/2
		Code identifying the beginning of the terms period			
		Refer to 003010 Data Element Dictionary for acceptable code values.			
Not Used	ITD03	338 Terms Discount Percent	O	R	1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date			
Not Used	ITD04	370 Terms Discount Due Date	C	DT	6/6
		Date payment is due if discount is to be earned			
Not Used	ITD05	351 Terms Discount Days Due	C	N0	1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned			
Not Used	ITD06	446 Terms Net Due Date	O	DT	6/6
		Date when total invoice amount becomes due			
Not Used	ITD07	386 Terms Net Days	O	N0	1/3
		Number of days until total invoice amount is due (discount not applicable)			
Not Used	ITD08	362 Terms Discount Amount	O	N2	1/10
		Total amount of terms discount			
Not Used	ITD09	388 Terms Deferred Due Date	O	DT	6/6
		Date deferred payment or percent of invoice payable is due			
Not Used	ITD10	389 Deferred Amount Due	C	N2	1/10

			Deferred amount due for payment		
Not Used	ITD11	342	Percent of Invoice Payable	C	R 1/5
			Amount of invoice payable expressed in percent		
Not Used	ITD12	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	ITD13	765	Day of Month	C	N0 1/2
			The numeric value of the day of the month between 1 and the maximum day of the month being referenced		
Not Used	ITD14	107	Payment Method Code	O	ID 1/1
			Code identifying type of payment procedures		
			Refer to 003010 Data Element Dictionary for acceptable code values.		

Segment: **DTM** Date/Time/Period
Position: 150
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:
Notes:

1. Use this 1/DTM/150 segment to identify dates that apply to all line items, When date varies by line item, provide the required delivery date at the line item level.
2. In this segment, required delivery date will be provided as an actual date.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
Must Use	<u>DTM01</u>	<u>374</u>	<u>Date/Time Qualifier</u>	<u>M</u> <u>ID 3/3</u>
			Code specifying type of date or time	
			002	Delivery Requested
				<i>Use to indicate required delivery date.</i>
	DTM02	373	Date	C DT 6/6
			Date (YYMMDD)	
Not Used	DTM03	337	Time	C TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	

Segment: **PKG** Marking, Packaging, Loading

Position: 220

Loop:

Level: Heading

Usage: Optional

Max Use: 200

Purpose: To describe marking, packaging, loading, and unloading requirements

Syntax Notes: 1 If PKG04 is present, then PKG03 is required.

2 At least one of PKG04 or PKG05 is required.

Semantic Notes:

- Comments:**
- 1 Use the MEA (Measurements) Segment to define dimensions, tolerances, weights, counts, physical restrictions, etc.
 - 2 PKG01 relates only to PKG04 and PKG05.
 - 3 Use PKG03 to indicate the organization that publishes the code list being referred to.
 - 4 PKG04 should be used for industry-specific packaging description codes.
 - 5 Special marking or tagging data can be given in PKG05 (description).

Data Element Summary

	Ref.	Data	Attributes
	<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	PKG01	349 Item Description Type Code indicating the format of a description F Free-form X Semi-structured (Code and Text)	M ID 1/1
	PKG02	753 Packaging Characteristic Code Code specifying the marking, packaging, loading and related characteristics being described 35 Type of Package 36 Package Specifications 37 Package Protection	O ID 1/5
	PKG03	559 Agency Qualifier Code Code identifying the agency assigning the code values DD Department of Defense Responsible for Military Specification	C ID 2/2
Not Used	PKG04	754 Packaging Description Code A code from an industry code list which provides specific data about the marking, packaging or loading and unloading of a product	C ID 1/7
Must Use	PKG05	352 Description A free-form description to clarify the related data elements and their content	C AN 1/80

Segment: **MAN** Marks and Numbers
Position: 270
Loop:
Level: Heading
Usage: Optional
Max Use: 10
Purpose: To indicate identifying marks and numbers for shipping containers
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	MAN01	88	Marks and Numbers Qualifier	M ID 1/2
			Code specifying the application or source of Marks and Numbers (87)	
			S Entire Shipment	
Must Use	MAN02	87	Marks and Numbers	M AN 1/45
			Marks and numbers used to identify a shipment or parts of a shipment	

Segment: **N9** Reference Number

Position: 290

Loop: N9 Optional

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier

Syntax Notes: 1 At least one of N902 or N903 is required.

Semantic Notes:

Comments:

Notes:

1. Use the 1/N9/290 segment to identify clauses, special instructions or other references which are applicable to the all of the line items in the solicitation.
2. When an alternate section is relevant for a cited clause, concatenate the alpha/numeric alternate designation with the clause number in N902.
3. When citing a clause in N902, the date of the clause **MUST** be cited in N903 , N904 or MSG01 and the title of the clause may be optionally cited in N903 or the following MSG segment. The preferred location for the date is the N904.

Data Element Summary				
	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901	128	Reference Number Qualifier	M ID 2/2
			Code qualifying the Reference Number.	
			CJ Clause Number	
			ZZ Mutually Defined	
			<i>Use to indicate the Statement of Work.</i>	
	N902	127	Reference Number	C AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
	N903	369	Free-form Description	C AN 1/45
			Free-form descriptive text	
			1. May be used to cite the clause title and effective date.	
			2. Cite "Statement of Work" when N901 is code ZZ.	
	N904	373	Date	O DT 6/6
			Date (YYMMDD)	
			<i>Use to specify the date of a clause other reference. When the date is used it will be in YYMMDD format so a clause date should always end</i>	

with the numeric 01 indicating the first day of the month. This rule is necessary to comply with ASC X12 syntax.

Not Used	N905	337	Time	O	TM 4/4
Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).					

Segment: **MSG** Message Text

Position: 300

Loop: N9 Optional

Level: Heading

Usage: Optional

Max Use: 1000

Purpose: To provide a free form format that would allow the transmission of text information.

Syntax Notes:

Semantic Notes:

Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Notes: *1. Use this segment to carry the title or full text of any clause if it is required, a special instruction, or other information associated with the number cited in N902.*

2. Clause title and date may be carried in N903.

Data Element Summary

	Ref.	Data		Attributes
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	MSG01	933	Free-Form Message Text	M AN 1/264
			Free-form message text	
Not Used	MSG02	934	Printer Carriage Control Code	O ID 2/2
			A field to be used for the control of the line feed of the receiving printer	

Segment:	N1 Name
Position:	310
Loop:	N1 Optional
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
Notes:	<ol style="list-style-type: none"> 1. <i>Whenever possible, address information should be transmitted using code values contained in a combination of the N101, N103/04 data elements. Use N102 and the N2-N4 segments only when it is necessary to transmit the full address.</i> 2. <i>Use this 1/N1/310 loop to identify organizations, places or people that apply to all of the line items in the solicitation, or are not applicable at the line item level (e.g., soliciting party, etc.). When the addresses vary by line item, use the 2/N1/340 loop.</i> 3. <i>There must be at least one iteration of the N1 segment code BY.</i>

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98 Entity Identifier Code	M ID 2/2
		Code identifying an organizational entity or a physical location.	
		BY Buying Party (Purchaser)	<i>Use to indicate the soliciting office or activity.</i>
		FW Forwarder	<i>Use to indicate port of embarkation.</i>
		ST Ship To	<i>Use to indicate Ship To or location where services are to be performed.</i>
N102	93	Name	C AN 1/35
		Free-form name	
N103	66	Identification Code Qualifier	C ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	

- 10 Department of Defense Activity Address Code (DODAAC)
- 16 ZIP Code
- Must be used when N101 is code ST.*
- 19 FIPS-55 (Named Populated Places)
- 93 Code assigned by the organization originating the transaction set

N104 67 Identification Code C ID 2/17

Code identifying a party.

Cite the contracting activity code when other than DODAAC or FIPS - 55. May equal GS02 value.

Segment: **N2** Additional Name Information
Position: 320
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N201	93	Name Free-form name	M AN 1/35
Not Used	N202	93	Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 330
Loop: N1 Optional
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**

Position: 340

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 - 2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	N401	19 City Name	C AN 2/19
		Free-form text for city name	
	N402	156 State or Province Code	C ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
		<i>Use codes from the latest release of FIPS PUB 5-2, States and Outlying Areas of the United States.</i>	
	N403	116 Postal Code	O ID 4/9
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
	N404	26 Country Code	O ID 2/2
		Code identifying the country	
		<i>Use codes from the latest release of ISO 3166, Codes for Representing Names of Countries.</i>	
	N405	309 Location Qualifier	O ID 1/2
		Code identifying type of location	
		IP Postal	
		<i>Use to indicate an Army Post Office "APO" or Fleet Post Office "FPO".</i>	
	N406	310 Location Identifier	C AN 1/25
		Code which identifies a specific location	
		<i>When N405 is code IP, cite the two letter APO or FPO identifier (AA for Miami, AE for New York, AP for San Francisco plus the zip code).</i>	

Segment: **PER** Administrative Communications Contact

Position: 360

Loop: N1 Optional

Level: Heading

Usage: Optional

Max Use: 3

Purpose: To identify a person or office to whom administrative communications should be directed

Syntax Notes: 1 If PER03 is present, then PER04 is required.

Semantic Notes:

Comments:

Notes: *At least one iteration of the PER is required with telephone number.*

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named	
			IC Information Contact	
	PER02	93	Name	O AN 1/35
			Free-form name	
	PER03	365	Communication Number Qualifier	O ID 2/2
			Code identifying the type of communication number	
			EM Electronic Mail	
			<i>Should only be used if the address is less than 22 characters.</i>	
			FX Facsimile	
			TE Telephone	
	PER04	364	Communication Number	C AN 7/21
			Complete communications number including country or area code when applicable	

Segment: **PO1 Purchase Order Baseline Item Data**

Position: 010

Loop: PO1 Mandatory

Level: Detail

Usage: Mandatory

Max Use: 1

Purpose: To specify basic and most frequently used purchase order line item data

- Syntax Notes:**
- 1 If PO105 is present, then PO104 is required.
 - 2 If PO106 is present, then PO107 is required.
 - 3 If PO108 is present, then PO109 is required.
 - 4 If PO110 is present, then PO111 is required.
 - 5 If PO112 is present, then PO113 is required.
 - 6 If PO114 is present, then PO115 is required.
 - 7 If PO116 is present, then PO117 is required.
 - 8 If PO118 is present, then PO119 is required.
 - 9 If PO120 is present, then PO121 is required.
 - 10 If PO122 is present, then PO123 is required.
 - 11 If PO124 is present, then PO125 is required.

Semantic Notes:

- Comments:**
- 1 See the Data Dictionary for a complete list of ID's.
 - 2 PO101 is the line item identification.
 - 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.

Notes: *Use the 2/PO1/010 loop to specify all information related to a CLIN or SUBCLIN. Each iteration of the PO1 loop will identify all the information related to the CLIN or SUBCLIN cited in PO101.*

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	PO101	350 Assigned Identification	O AN 1/6
		Alphanumeric characters assigned for differentiation within a transaction set	
		<i>Use to identify the CLIN or SUBCLIN assigned by the buying activity.</i>	
Must Use	PO102	330 Quantity Ordered	M R 1/9
		Quantity ordered	
		<i>Use to identify the quantity of the item being solicited.</i>	
Must Use	PO103	355 Unit or Basis for Measurement Code	M ID 2/2
		Code identifying the basic unit of measurement.	
		Refer to 003010 Data Element Dictionary for acceptable code values.	
	PO104	212 Unit Price	C R 1/14
		Price per unit of product, service, commodity, etc.	

Not Used	PO105	639	Basis of Unit Price Code	O	ID 2/2
			Code identifying the type of unit price for an item		
	PO106	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			1. PO106 through PO125 are used in pairs. For example, PO106 will contain a qualifier code and PO107 will contain the information related to the qualifying code. So, if PO106 is code FT then PO107 would carry the Federal Supply Classification.		
			2. Code MF and MG must be used as a pair.		
			FS	National Stock Number	
			FT	Federal Supply Classification	
				1. Product Service Code.	
				2. On Public 840 use is most highly recommended.	
			MF	Manufacturer	
			MG	Manufacturer's Part Number	
			SI	Standard Industrial Classification Code	
			SW	Stock Number	
	PO107	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
	PO108	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)		
			PO108 through PO125 will be used as required, to carry additional information regarding the product or service being described in the particular iteration of the PO1 loop.		
			FS	National Stock Number	
			FT	Federal Supply Classification	
				1. Product Service Code.	
				2. On Public 840 use is most highly recommended.	
			MF	Manufacturer	
			MG	Manufacturer's Part Number	
			SI	Standard Industrial Classification Code	
			SW	Stock Number	
	PO109	234	Product/Service ID	C	AN 1/30
			Identifying number for a product or service		
	PO110	235	Product/Service ID Qualifier	O	ID 2/2
			Code identifying the type/source of the descriptive number used in		

Product/Service ID (234)

		FS	National Stock Number		
		FT	Federal Supply Classification		
			<i>1. Product Service Code.</i>		
			<i>2. On Public 840 use is most highly recommended.</i>		
		MF	Manufacturer		
		MG	Manufacturer's Part Number		
		SI	Standard Industrial Classification Code		
		SW	Stock Number		
PO111	234	Product/Service ID		C	AN 1/30
		Identifying number for a product or service			
PO112	235	Product/Service ID Qualifier		O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		FS	National Stock Number		
		FT	Federal Supply Classification		
			<i>1. Product Service Code.</i>		
			<i>2. On Public 840 use is most highly recommended.</i>		
		MF	Manufacturer		
		MG	Manufacturer's Part Number		
		SI	Standard Industrial Classification Code		
		SW	Stock Number		
PO113	234	Product/Service ID		C	AN 1/30
		Identifying number for a product or service			
PO114	235	Product/Service ID Qualifier		O	ID 2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
		FS	National Stock Number		
		FT	Federal Supply Classification		
			<i>1. Product Service Code.</i>		
			<i>2. On Public 840 use is most highly recommended.</i>		
		MF	Manufacturer		
		MG	Manufacturer's Part Number		
		SI	Standard Industrial Classification Code		
		SW	Stock Number		
PO115	234	Product/Service ID		C	AN 1/30
		Identifying number for a product or service			
PO116	235	Product/Service ID Qualifier		O	ID 2/2

Code identifying the type/source of the descriptive number used in Product/Service ID (234)

FS	National Stock Number
FT	Federal Supply Classification

1. Product Service Code.

2. On Public 840 use is most highly recommended.

MF	Manufacturer
MG	Manufacturer's Part Number
SI	Standard Industrial Classification Code
SW	Stock Number

PO117	234	Product/Service ID	C	AN 1/30
Identifying number for a product or service				

PO118	235	Product/Service ID Qualifier	O	ID 2/2
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Code identifying the type/source of the descriptive number used in Product/Service ID (234)

FS	National Stock Number
FT	Federal Supply Classification

1. Product Service Code.

2. On Public 840 use is most highly recommended.

MF	Manufacturer
MG	Manufacturer's Part Number
SI	Standard Industrial Classification Code
SW	Stock Number

PO119	234	Product/Service ID	C	AN 1/30
Identifying number for a product or service				

PO120	235	Product/Service ID Qualifier	O	ID 2/2
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Code identifying the type/source of the descriptive number used in Product/Service ID (234)

FS	National Stock Number
FT	Federal Supply Classification

1. Product Service Code.

2. On Public 840 use is most highly recommended.

MF	Manufacturer
MG	Manufacturer's Part Number
SI	Standard Industrial Classification Code
SW	Stock Number

PO121	234	Product/Service ID	C	AN 1/30
Identifying number for a product or service				

PO122	235	Product/Service ID Qualifier	O	ID 2/2
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Code identifying the type/source of the descriptive number used in
Product/Service ID (234)

FS	National Stock Number
FT	Federal Supply Classification

1. Product Service Code.

2. On Public 840 use is most highly recommended.

MF	Manufacturer
MG	Manufacturer's Part Number
SI	Standard Industrial Classification Code
SW	Stock Number

PO123	234	Product/Service ID	C	AN 1/30
Identifying number for a product or service				

PO124	235	Product/Service ID Qualifier	O	ID 2/2
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Code identifying the type/source of the descriptive number used in
Product/Service ID (234)

FS	National Stock Number
FT	Federal Supply Classification

1. Product Service Code.

2. On Public 840 use is most highly recommended.

MF	Manufacturer
MG	Manufacturer's Part Number
SI	Standard Industrial Classification Code
SW	Stock Number

PO125	234	Product/Service ID	C	AN 1/30
Identifying number for a product or service				

Segment:	PID Product/Item Description
Position:	050
Loop:	PID Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To describe a product or process in coded or free-form format
Syntax Notes:	<ol style="list-style-type: none"> 1 If PID04 is present, then PID03 is required. 2 At least one of PID04 or PID05 is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 When PID01 is "F", PID04 is not used. 2 Use PID03 to indicate the organization that publishes the code list being referred to. 3 PID04 should be used for industry-specific product description codes. 4 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
Notes:	<i>Use this 2/PID/050 segment to further describe an item or service specified in PO101.</i>

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PID01	349	Item Description Type Code indicating the format of a description F Free-form	M ID 1/1
Not Used	PID02	750	Product/Process Characteristic Code Code specifying the product or process characteristic being described.	O ID 2/3
Not Used	PID03	559	Agency Qualifier Code Code identifying the agency assigning the code values	C ID 2/2
Not Used	PID04	751	Product Description Code A code from an industry code list which provides specific data about a product characteristic	C ID 1/12
Must Use	PID05	352	Description A free-form description to clarify the related data elements and their content <i>PID05 carries free-form description of the item or contracted services ordered.</i>	C AN 1/80
Not Used	PID06	752	Surface/Layer/Position Code Code indicating the product surface, layer or position that is being described	O ID 2/2

Segment: **FOB** F.O.B. Related Instructions

Position: 180

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify transportation instructions relating to shipment

- Syntax Notes:**
- 1 If FOB03 is present, then FOB02 is required.
 - 2 If FOB04 is present, then FOB05 is required.
 - 3 If FOB07 is present, then FOB06 is required.
 - 4 If FOB08 is present, then FOB09 is required.

Semantic Notes:

- Comments:**
- 1 FOB01 indicates which party will pay the carrier.
 - 2 FOB02 is the code specifying transportation responsibility location.
 - 3 FOB06 is the code specifying title passage location.
 - 4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Notes: *Use this 2/FOB/180 segment to specify the FOB point and acceptance location when they vary for a specific line item. If the FOB point and acceptance location apply to all the line items, use the 1/FOB/080 segment.*

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	FOB01	146	Shipment Method of Payment	M ID 2/2
			Code identifying payment terms for transportation charges	
			DF	Defined by Buyer and Seller
	FOB02	309	Location Qualifier	C ID 1/2
			Code identifying type of location	
			DE	Destination (Shipping)
			OR	Origin (Shipping Point)
			ZZ	Mutually Defined
			<i>Use to identify the FOB point as described in FOB03.</i>	
	FOB03	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
			<i>1. FOB03 is only used when FOB02 is code ZZ.</i>	
			<i>2. Contains descriptions such as: Origin, Destination, FAS Vessel, Inside Delivery, or Tailgate Delivery.</i>	

Not Used	FOB04	334	Transportation Terms Qualifier Code Code identifying the source of the transportation terms	O	ID 2/2
Not Used	FOB05	335	Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility	C	ID 3/3
Not Used	FOB06	309	Location Qualifier Code identifying type of location	C	ID 1/2
Not Used	FOB07	352	Description A free-form description to clarify the related data elements and their content	O	AN 1/80
Not Used	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes	O	ID 2/2
Not Used	FOB09	352	Description A free-form description to clarify the related data elements and their content	C	AN 1/80

Segment: **DTM** Date/Time/Period
Position: 200
Loop: PO1 Mandatory
Level: Detail
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times
Syntax Notes: 1 At least one of DTM02 or DTM03 is required.
Semantic Notes:
Comments:
Notes:

Required delivery date will be provided in this segment as an actual date.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			002 Delivery Requested	
			<i>Use to indicate delivery date.</i>	
	DTM02	373	Date	C DT 6/6
			Date (YYMMDD)	
Not Used	DTM03	337	Time	C TM 4/4
			Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	

Segment: **SCH** Line Item Schedule

Position: 220

Loop: PO1 Mandatory

Level: Detail

Usage: Optional

Max Use: 104

Purpose: To specify the data for scheduling a specific line-item

Syntax Notes: 1 If SCH03 is present, then SCH04 is required.

2 If SCH09 is present, then SCH08 is required.

Semantic Notes:

Comments: 1 SCH05 specifies the interpretation to be used for SCH06 and SCH07.

Notes: *Use this 2/SCH/220 segment to describe a partial delivery applicable to a line item, when it can be specified as an actual date.*

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	SCH01	380 Quantity Numeric value of quantity	M R 1/10
Must Use	SCH02	355 Unit or Basis for Measurement Code Code identifying the basic unit of measurement. Refer to 003010 Data Element Dictionary for acceptable code values.	M ID 2/2
Not Used	SCH03	98 Entity Identifier Code Code identifying an organizational entity or a physical location.	O ID 2/2
Not Used	SCH04	93 Name Free-form name	C AN 1/35
Must Use	SCH05	374 Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Use to indicate delivery date.</i> 002 Delivery Requested	M ID 3/3
Must Use	SCH06	373 Date Date (YYMMDD)	M DT 6/6
Not Used	SCH07	337 Time Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).	O TM 4/4
Not Used	SCH08	374 Date/Time Qualifier Code specifying type of date or time, or both date and time	O ID 3/3
Not Used	SCH09	373 Date Date (YYMMDD)	C DT 6/6
Not Used	SCH10	337 Time	O TM 4/4

Time expressed in 24-hour clock time (HHMM, time range: 0000 through 2359).

Segment:	N1 Name
Position:	340
Loop:	N1 Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
Notes:	<ol style="list-style-type: none"> 1. <i>Whenever possible, address information should be transmitted using code values contained in a combination of the N101, N103/04 data elements. Use N102 and the N2-N4 segments only when it is necessary to transmit the full address.</i> 2. <i>Use this 2/N1/340 loop to identify organizations, places or people that apply to a specific line item. If the organizations, places or people apply to all of the line items, use the 1/N1/310 loop.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N101	98	Entity Identifier Code	M ID 2/2
			Code identifying an organizational entity or a physical location.	
			FW	Forwarder
			<i>Use to indicate port of embarkation.</i>	
			ST	Ship To
			<i>Use to indicate Ship To or location where services are to be performed.</i>	
	N102	93	Name	C AN 1/35
			Free-form name	
	N103	66	Identification Code Qualifier	C ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			<i>Use when applicable to identify the named party.</i>	
			16	ZIP Code
	N104	67	Identification Code	C ID 2/17
			Code identifying a party.	

Segment: **N2** Additional Name Information
Position: 350
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Data Element Summary				
	Ref. <u>Des.</u>	Data <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N201	93	Name Free-form name	M AN 1/35
	N202	93	Name Free-form name	O AN 1/35

Segment: **N3** Address Information
Position: 360
Loop: N1 Optional
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**

Position: 370

Loop: N1 Optional

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

- Syntax Notes:**
- 1 At least one of N401 or N405 is required.
 - 2 If N401 is present, then N402 is required.
 - 3 If either N405 or N406 is present, then the other is required.

Semantic Notes:

- Comments:**
- 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 - 2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name	C AN 2/19
		Free-form text for city name	
N402	156	State or Province Code	C ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
		<i>Use codes from the latest release of FIPS PUB 5-2, States and Outlying Areas of the United States.</i>	
N403	116	Postal Code	O ID 4/9
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
N404	26	Country Code	O ID 2/2
		Code identifying the country	
		<i>Use codes from the latest release of ISO 3166, Codes for Representing Names of Countries.</i>	
N405	309	Location Qualifier	O ID 1/2
		Code identifying type of location	
		IP Postal	
		<i>Use to indicate an Army Post Office "APO" or Fleet Post Office "FPO"</i>	
N406	310	Location Identifier	C AN 1/25
		Code which identifies a specific location	
		<i>When N405 is code IP, cite the two letter APO or FPO identifier (AA for Miami, AE for New York, AP for San Francisco plus the zip code).</i>	

Segment: **CTT Transaction Totals**
Position: 010
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
2 If CTT05 is present, then CTT06 is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
Must Use	CTT01	354	Number of Line Items	M N0 1/6
			Total number of line items in the transaction set	
			<i>Cite the total number of PO1 segments contained in this transaction set.</i>	
Not Used	CTT02	347	Hash Total	O R 1/10
			Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.	
			Example:	
			-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	
Not Used	CTT03	81	Weight	O R 1/8
			Numeric value of weight	
Not Used	CTT04	355	Unit or Basis for Measurement Code	C ID 2/2
			Code identifying the basic unit of measurement.	
Not Used	CTT05	183	Volume	O R 1/8
			Value of volumetric measure	
Not Used	CTT06	355	Unit or Basis for Measurement Code	C ID 2/2
			Code identifying the basic unit of measurement.	
Not Used	CTT07	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment: **SE** Transaction Set Trailer
Position: 020
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SE01	96	Number of Included Segments	M N0 1/6
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number assigned by the originator for a transaction set.	
			<i>Enter the same number cited in ST02.</i>	